

City of St. Ann

New Business Information Packet



City Hall (314) 427-8009

VISIT THE CITY ONLINE AT: www.stannmo.org

Phone Numbers Mayor and Aldermen

MAYOR

Michael G. Corcoran
428-6800



WARD 1

Steve Triplett
583-6454
Kathi Asinger Campbell
604-0820



WARD 2

Sherry Hoffman
427-2247
Amy Poelker
517-2378



WARD 3

June Deering
429-0161
Rick Crabtree
427-6191



WARD 4

Daniel Murphy
209-0252
Iven Sparks
739-7198



CHIEF OF POLICE

Aaron Jimenez
427-8000



CITY ADMINISTRATOR

Matt Conley
427-8009

POPULATION

13,020

AREA

3 square miles

GOVERNMENT

The city operates under a
Fourth Class City
Government with a
Mayor-
Board of Aldermen Form.

Dear Prospective Business Owner:

Welcome to St. Ann, Missouri! New businesses to our community quickly become aware that the quality of life here is unparalleled; which is one of the many reasons that more than 13,000 people have decided to call St. Ann home. To help you get started and learn about your new community, we have prepared this guide which contains helpful information about St. Ann. Some of the information you will find includes a directory of services, a list of elected officials, city contact information, and history about the founding of our community.

Again, welcome to St. Ann. Should you have any questions not answered in this guide, please call City Hall at (314) 427-8009 or visit our Web site at: www.stannmo.org

Kindest Regards,

City of St. Ann Mayor, Board of Aldermen, and City Staff

We Support OUR Local Business

In today's economy a great deal of thought goes into how to maintain property values, grow communities, and strengthen the local economy. It is the strength of the local economy that helps to provide the delivery of public services that residents have grown to expect and anticipate. One of the easiest ways to accomplish these things is to support those local backyard businesses in our neighborhood. Now that doesn't mean that when you look out the window you will literally see a business in your backyard, but in a community no larger than St. Ann, local businesses aren't much farther away than that. Local businesses and property owners are also doing their part to encourage people to support local businesses through improvements.

As local businesses continue to improve their facilities, they will attract additional businesses; which brings more opportunity for shopping and dining experiences. At the same time local support for these businesses grow; property values improve, a stronger sense of community is created, and stronger neighborhoods are realized with local businesses becoming a supporter of the neighborhoods as much as the neighborhood supports the businesses in their own backyard.

City Hall Hours: M 8am-6pm T-F 8am-5pm

VISIT THE CITY ONLINE AT: WWW.STANNMO.ORG



WELCOME!

The City of St. Ann welcomes your new business to our community and we are here to help you through the process of licensing your new business with the city. This brochure will answer frequently asked questions about opening a business in the City. For additional information please contact the City Clerk's Office at (314) 427-8009.

St. Ann Means Business

- Located in the heart of the St. Louis metropolitan region.
- Adjacent to Lambert-St. Louis International Airport.
- 50,000 people in immediate trade area with more than 1,000,000 in the county.
- A diverse community.
- Strong daytime population.
- Easy access to all major highways and interstates.
- Within a 15-minute drive to downtown St. Louis, Clayton and West County.

Known for its vibrant retail corridor on St. Charles Rock Road with large national retailers, complimented with smaller local businesses. In addition, the city is home to a number of quick service and casual dining restaurants, along with two Private Colleges, Dance Studios and Adult Daycare Center.

St. Ann boasts six city-owned parks, including the St. Ann International Golf Course, St. Ann Community Center Complex, Jack Rehagen Municipal Pool and home of Vatterott Ball Fields.

With an abundance of single-family homes and apartments, well-maintained streets, low taxes, and the highly-rated Pattonville and Ritenour School Districts. St. Ann is considered one of the best places to live, shop, and play.



New Business Checklist:

- Verify Zoning.** Before leasing or purchasing a building site, it is recommended you verify that the proposed use is permitted at that location per the City's Zoning Ordinance. To determine if the zoning is appropriate, as well as whether other zoning requirements, you may request a zoning verification letter from the Director of Building & Zoning at (314) 427-8009.

- Building Permit.** To determine if the proposed work to the space, including signs, requires a building permit, contact the Director of Building & Zoning at (314) 427-8009.

- Occupancy Permit.** You will need to obtain a Commercial Occupancy Permit in the following instances:
 - a) New Business
 - b) Change of Ownership
 - c) Occupying a New Location
 - d) Occupying Additional Space

If you have applied for any building permits or will be making any structural changes to the interior, please inform the Building & Zoning Department prior to applying for a Business Occupancy Permit. For more information, contact the Director of Building & Zoning at (314) 427-8009.

- Business License.** Except as exempted by Missouri State Statute, every business operating in the City of St. Ann is required to obtain a business license. For more information contact, the City Clerk at (314) 427-8009.

- Home Occupations.** Some types of businesses are permitted to operate within a dwelling. To determine whether your proposed enterprise is permitted, applicants are advised to first contact their subdivision trustees regarding possible subdivision restrictions. Then applicants should contact the Building & Zoning Department at (314) 427-8009 to verify that their proposed enterprise qualifies as a permitted Home Occupation, for detailed explanation of the rules and regulations for such uses. A Business License (*see above*) is required for all Home Occupations.

- Alarm Registration.** Business owners are required by ordinance to register their alarm system and provide updated emergency information. For more information, contact the Police Department at (314) 427-8000.

- Liquor/Vending/Solicitor/Itinerant Merchant License.** If applicable, you must apply for the appropriate license. For more information, contact the City Clerk at (314) 427-8009.

- Worker's Compensation Certificate.** According to State Statute RSMo 287, construction companies with one or more employees must submit a copy of their certificate of insurance for workers' compensation coverage prior to the issuance of a municipal business license. For more information contact, the City Clerk at (314) 427-8009.

- MO Business Registration.** Most companies operating in Missouri must register with the state. Unincorporated businesses must also file if they do business under any title other than the actual name of the owner. For more information, contact:

Corporations Division
Office of the Secretary of State
PO Box 778
Jefferson City, MO 65102
(866) 223-6535
www.sos.mo.gov

- MO Sales Tax License.** A business license is issued only after a State Sales Tax License (applicable for Retail sales) is obtained and cleared. To apply, contact the Missouri Department of Revenue at (573) 751-3505 or visit www.dor.mo.gov/tax/forms. *Be advised that Business Licenses can be revoked for delinquent sales tax collection.*

- Health Permit.** All restaurants and food service establishments must have appropriate permits from St. Louis County. For more information, contact the Department of Health at (314) 615-0600.

- HUBZone.** St. Ann has been classified a HUBZone, the HUBZone is a United States Small Business Administration Program for small companies that operate and employ people in historically underutilized business zones.

The purpose of the HUBZone program is to provide federal contracting assistance for qualified Small Business Companies located in historically underutilized business zones in an effort to increase employment opportunities, investment, and economic development in such areas.

NOTE: This list is not exhaustive. In some situations (e.g. when your business handles hazardous materials, when operating in a flood plain, when food is being prepared, etc.) there may be special permitting required from other local, County, State, or Federal agencies or Departments.

Helpful Services

Cable Television.....(800) 211-4450

Charter cablevision is the primary cable provider for the city. For service, billing questions and hook up.

Northwest Chamber of Commerce291-2131

The mission of the Northwest Chamber of Commerce is to provide leadership and foster unity in the overall community through the implementation of programs and services which stimulates economic growth and enhances the quality of life. www.northwestchamber.com

Department of Revenue573-751-3505

To obtain your Missouri retail sales tax identification number the closest office is located in Maplewood.

Electrical Service.....342-1000

Ameren UE provides electrical service for the city. For service, billing questions and hook up.

Fire & Ambulance Protection

Community Fire District 428-1128

West Overland Fire District..... 428-6069

Gas Service.....621-6960

Laclede Gas provides gas service for St. Ann. For service, billing questions and hook-up.

Library.....429-5116

The St. Louis County Rock Road branch library is located at 10267 St. Charles Rock Road.

Metropolitan Sewer District.....768-6200

Metropolitan Sewer District provides service for the sewer system. For additional information on service, billing questions and hook up.

North County Inc.895-6241

This is a Regional Development Association and a great resource for businesses looking at the North County area to locate a business.

Post Office428-5380

The United States Post Office located at 10401 International Plaza Dr.

Schools

Ritenour School District.....493-6010

Pattonville School District213-8001

St. Louis County Government615-5000**Telephone Installation..... (800) 464-7928**

AT&T/SBC is the primary telephone service provider in the St. Ann area.

Trash Collection..... (636) 947-5959

Allied Waste is the contracted trash hauler for the City.

Water Service..... (800) 256-6426

Missouri American Water Company provides the cities water service. For service, billing questions and hook up.

Small Business Development Center**St. Louis County Extension.....400-2115**

The Small Business Development Center, a service of the University of Missouri Extension, offers individual counseling, training programs and technical assistance. To home-based and small businesses, it provides educational programs, information and assistance on business topics.

US Small Business Administration..... 539-6600

SBA provides financial, managerial and technical assistance. www.sba.gov/mo/stlouis

SCORE539-6600

SCORE provides no-cost, confidential business counseling tailored to meet the needs of each business. It also offers workshops and seminars, for a modest fee, to both start-up entrepreneurs and existing businesses. www.stlscore.org

St. Louis County Economic Development 615-7654

Local Churches

First Baptist Church427-6798
3714 Wright Ave.

First Korean Presbyterian Church731-3211
3350 Adie

Northwest Foursquare Church423-1800
11150 Old St. Charles Road

Holy Trinity Catholic Church.....733-1463
3400 St. Gregory Lane

Hope Lutheran Church429-3808
10701 St. Cosmas Lane

Restoration Christian Church890-9886
10507 Litz Ave.

City Numbers

City Hall.....427-8009

Community Center429-4545

Golf Course.....423-6400

Municipal Court.....428-6811

Municipal Pool423-6655

Police Department.....427-8000

Public Services (Street Dept.)423-2917

Frequently Asked Questions

What is a “fictitious name?”

A fictitious name is a name under which any person shall do or transact any business in this state which is other than the true name of such person. A fictitious name is commonly referred to as a “DBA,” an acronym for “doing business as.” Filing a fictitious name registration does not afford or secure any exclusive rights to the name.

Who has to file a fictitious name registration?

Any person or entity which is doing business under a name other than its true name must register that fictitious name. For instance, if John Doe is doing business under the name “John’s Lemonade Stand,” John Doe must register the fictitious name “John’s Lemonade Stand.” If the corporation known as Missouri Lemonade Manufacturing, Inc., is doing business under the name “Missouri Lemonade,” it must register the same fictitious name.

Why is a corporation or limited liability company using the fictitious name I have registered?

Filing or registering a fictitious name for your business does not afford or reserve any exclusive rights to the use of that name. There is no limit to the number of entities which may register the same fictitious name.

MEETINGS HELD MONTHLY

Board of Aldermen

1st Monday of each month at 7:00 p.m.

Planning and Zoning Commission

2nd Monday of each month at 6:30 p.m.
(As Needed)

Police Commissioners

2nd Monday of each month at 6:30 p.m.
(As Needed)

Board of Adjustment

3rd Monday of each month at 6:30 p.m.
(As Needed)



**10405 St. Charles Rock Road
St. Ann, Missouri 63074
(314) 427-8009 fax (314) 427 1084**

Let's Get Started...

BUSINESS LICENSE INFORMATION

PURSUANT TO CHAPTER 605 OF THE CITY OF ST. ANN CODE OF ORDINANCES, a business License is required for any person or firm engaged in any business located in the City of St. Ann.

Complete the Business License Application in full with information pertaining to your St. Ann location. N/A should be used if a question is not applicable to your business. The following must be received in the City Clerk's Office prior to the issuance of any Business License:

- ◆ A valid government issued identification of owner.
- ◆ A copy of the sales contract or lease agreement.
- ◆ A copy of St. Ann Occupancy Permit. An inspection is required in order to obtain said permit. \$100.00 Inspection Fee \$60.00 Permit Fee.
- ◆ A copy of Community/West Overland Fire District Occupancy Permit. Call 428-1128 (Community) or 428-6069 (West Overland) to request a permit.
- ◆ Missouri Retail Sales License Number. Call 573-751-3505 to obtain information concerning your Missouri Sales Tax. **(NO TAX DUE CERTIFICATE)**
- ◆ St. Louis County Business License – Call 615-5000
- ◆ Include copy of Certificate of Registration/Fictitious Name documentation from the Secretary of State Office. Contact information–(573) 751-4936.
- ◆ Proof of Workman's Compensation Insurance.

NEW BUSINESSES whose license fees are based on gross receipts must submit their estimated gross receipts from the date of opening to December 31. The license will be issued based on the estimate. At the end of the year, the business operator must submit the actual gross receipts. If the fee was underestimated or overestimated, an adjustment will be made.

BUSINESSES IN HOME – If the business is to be operated from home, a home occupation permit must be obtained from the St. Ann Director of Building and Zoning.

A **BUILDING PERMIT** must be obtained for any remodeling or alterations to the premises. Please call the Building and Zoning Department if you have any questions.

SPECIAL USE PERMIT - Some businesses, such as Restaurants, Automotive Repair facilities and similar uses require a Special Use Permit. Please call 427-8009 to request a determination of your proposed use.

RESTAURANTS – A Special Use Permit is required. Call St. Louis County Health Department for inspection information at 615-0600. This applies to any type of food preparation and handling.

All **MOTOR VEHICLE ORIENTED BUSINESSES** require a Special Use Permit.

Contact St. Louis County Government Center, 615-1500, to determine if a county license is required.

Additional information may be obtained by calling 427-8009.

City Clerk

For Office Use Only

LICENSE # _____
RECEIPT # _____
REVIEWED BY _____

City of St. Ann
10405 St. Charles Rock Road
St. Ann, Missouri 63074
(314) 427-8009 fax (314) 427 1084
BUSINESS LICENSE APPLICATION

Date of Application _____

CITY CLERK OF THE CITY OF ST. ANN, MISSOURI:

The undersigned hereby applies for a Business License to operate a business in the name of
(Please Print or Type Information)

_____ (Business Name)

at _____ (Street Address)

Detailed description of business: _____

Hours of Operation: _____

Corporate Name (if different from above) _____ Business Phone _____

Mailing Address for Billing Purposes _____

Name of Responsible Company Representative: _____ DOB: _____

Home Address _____ SS No.: _____

Home Phone _____

E-MAIL ADDRESS: _____

No. of Employees _____

Please add our information to the City of St. Ann website. _____

CHECK BELOW THE TYPE OF LICENSE APPLICABLE TO YOUR BUSINESS OPERATIONS

(Business/Merchants License) based on **GROSS RECEIPTS**. State all revenue which is estimated to be received from any source from the date business opens to December 31. \$ _____

****REQUIRED TO SUBMIT "NO Tax Due" Letter** MINIMUM LICENSE FEE \$100.00**

License Fee: \$1.00 per 1,000 up to \$100,000.00
\$1.10 per 1,000 between \$100,001.00 to \$5,000,000.00
\$1.25 per 1,000 between \$5,000,001.00 to \$15,000,000.00
\$1.50 per 1,000 over \$15,000,001.00

(Business License) **SERVICE BUSINESS** – Based on Flat Fee **MINIMUM LICENSE FEE \$100.00**

(Business License) **SQUARE FOOTAGE FEE** – Based on .10 per square foot: _____

At an election held on November 8, 2005, the voters authorized a business license fee for space occupied in excess of one thousand (1,000) square feet by "business occupations," as defined in the Code, from a flat fee of one hundred dollars (\$100.00) to a fee of ten cents (\$0.10) per square foot for each square foot of space occupied or a flat fee of one hundred dollars (\$100.00), *whichever fee is greater*;

DEFINITION:

OCCUPIED SPACE: Total square feet occupied, leased, owned or controlled for use as or by a business occupation including, but not limited to, offices, storage areas, warehouses, cafeterias, restrooms, showrooms, hallways, reception areas, basement areas and any other areas whatsoever, but excluding the total square feet of occupied space either leased or offered to lease, through a real estate brokerage listing or some other demonstrable means, to other persons or entities subject to the payment of a business license fee pursuant to this Chapter.

(Business License) **HOME OCCUPATION** – Home based business. **MINIMUM LICENSE FEE \$100.00**

State type of business _____

Fee based on type of Business – Flat Fee or Gross Receipts

TOTAL AMOUNT DUE: _____

License fees are renewable yearly, and are due on or before January 1st.and becomes delinquent after January 31st.

Additional charges apply if not paid by January 31st

The foregoing information is true to the best of my knowledge and information

(President/Owner Signature)

(Title)

STATE OF MISSOURI
COUNTY OF ST. LOUIS SS
CITY OF _____)

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

IMPORTANT

New Business
 Renewal

MUST BE COMPLETED AND RETURNED TO:

City of St. Ann

10405 St. Charles Rock Road
St. Ann, Missouri 63074

Name of Business: _____

Address: _____

Phone Number: _____

HOURS OF OPERATION: _____
(This helps the Police Department know the times someone is authorized to be in the building)

IN CASE OF EMERGENCY NOTIFY THE FOLLOWING

NO. 1 _____

NO. 2 _____

Relationship Owner Partner
To the Business: Manager Spouse
 Other _____

Relationship Owner Partner
To the Business: Manager Spouse
 Other _____

ALARM COMPANY: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Property Owner Information:
Name: _____ Phone #: _____
Address: _____

PLEASE CONTACT CITY HALL IF CHANGES ARE MADE TO THE EMERGENCY CONTACT INFORMATION. KEEPING THIS INFORMATION UP TO DATE WILL HELP AVOID DELAYS IN RESPONSE TIME IN THE EVENT OF AN EMERGENCY.

City of St. Ann

10405 St. Charles Rock Road
St. Ann, Missouri 63074
(314) 427-8009 fax (314) 427 1084

WORKER'S COMPENSATION COVERAGE

_____ I Do hereby certify that I have Worker's Compensation Coverage as required by Chapter 287 Revised Statutes of Missouri 1986, as amended 2005.

This coverage is with:

(Name of Insurance Company)

_____ I Do hereby certify that I am not required to have Worker's Compensation Coverage under the provisions of Chapter 287 Revised Statutes of Missouri 1986, as amended 2005.

Signature _____ Date _____

WORKER'S COMPENSATION LAW

The Worker's Compensation Law, Chapter 287, Revised Statutes of Missouri 1986, as amended 2005, requires that every applicant for an occupational or business license shall provide a certificate of insurance for worker's compensation coverage if the applicant for the license is required to cover his liability under Chapter 287, RSMo.

Worker's Compensation Coverage is required for every employer with five or more employees, except that construction industry employees, who erect, demolish, alter, or repair improvements shall be deemed an employer for the purposes of the law if they have one or more employees.

Please check the appropriate line on the front of this form to comply with this law.